



Position Announcement #15-01

December 12, 2014

**Career Opportunity**

**UNITED STATES PRETRIAL SERVICES OFFICER**

**UNITED STATES DISTRICT COURT**

**Northern District of Illinois**

Applications are now being accepted for the purpose of filling the Permanent/Full Time Position of Pretrial Services Officer with a duty station of Chicago, Illinois. Pretrial Services Officers assist in the administration of justice and promote community safety, gather information, supervise defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Position **15-01** is an announcement with career potential to CL28 with the following information including grade and salary range as permitted by any budgetary constraints.

**CLOSING DATE:** Open Until Filled

**SALARY RANGE:** Classification Level 25 - \$43,757 - \$70,028

Classification Level 27 - \$50,808 - \$82,634

Classification Level 28 - \$60,905 - \$99,035

**POSITION DESCRIPTION:** The Pretrial Services Officer, as a pretrial release investigator and supervision officer, is responsible for providing meaningful assistance to the U.S. District Court in its deliberations and decisions concerning pretrial release of defendants accused of violating federal statutes; and for insuring public safety through the monitoring and supervision of defendants placed under supervision by the Court.

**REPRESENTATIVE DUTIES**

- Gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to court.
- Ability to query and interpret law enforcement automated criminal records systems to obtain and verify information.

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- Evaluates information and prepares a report for the judicial officer prior to the Initial Appearance hearing with an assessment of risks of non-appearance and danger to the community.
- Makes recommendations regarding bail and/or release or detention of the defendant.
- Attends court hearings to represent Pretrial Services, provide additional information, and to stay current of the case status and requirements of the court's orders.
- Testify in court when necessary.
- Communicates with other organizations and personnel (U.S. Marshal Service, other law enforcement agencies, Bureau of Prisons, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and report violations of the Order Setting Conditions of Release and implement appropriate alternatives and sanctions.
- Investigates violations, prepares written reports for the court, and recommendation action to be taken by the court.
- Conduct community contacts.
- Perform all other duties as assigned.

This list is intended to reflect typical duties and does not include all duties or special work assignments. A United States Pretrial Services Officer must be able to manage multiple priorities in a fast paced work environment to perform at an acceptable level. The workload is case driven and extremely time sensitive. Work in excess of 40 hours per week may be required to meet the demands of the court.

Employees may conduct travel necessary to the performance of statutory duties. A driver's license and access to a vehicle is required. The ability to prepare well written reports in a short period of time, apply effective time management skills, and work with limited supervision will ensure acceptable performance of the duties assigned and required by law.

**TRAINING:** All newly appointed officers are subject to a one year probation period. During that time, on the job training will be received for a period of approximately four months. The officer will also attend a formal national training session for 6 weeks at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

### **QUALIFICATIONS REQUIRED**

Applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

**EDUCATION:** The minimum requirement for consideration as a U.S. Pretrial Services Officer is completion of a bachelor degree from an accredited college or university in a field of academic study (such as social work, criminology, psychology, sociology, human relations, business or public administration) which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position; an overall grade point average of 2.90 or

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better on a 4.0 scale (3.6 on a 5.0 scale) or completion of one academic year (30 semester or 45 quarter- hours) of graduate work in a field of study closely related to the position.

Completion of a graduate degree in a closely related field of study (criminal justice, social work) qualifies for the CL27 level.

**EXPERIENCE:** Applicants are required to have one year specialized experience to qualify. Experience in such fields as probation, pretrial services, parole, corrections, criminal investigations or work in substance/addiction treatment may be creditable. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not credible.

**MEDICAL:** Prior to a law enforcement officer (LEO) appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirement and the essential job functions derived from the medical guidelines for pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/FederalCourts/ProbationPretrialServices/OfficerMedicalRequirements>.

A Pretrial Services Office screening committee, composed of administrative and line staff officers, assists the court in screening and evaluating applicants. Applicants interviewed will be given a written assessment exercise.

Prior to appointment, applicants considered for this position will undergo a full background investigation by the Office of Personnel Management.

### **OTHER QUALIFICATIONS:**

Unquestioned integrity and exemplary character.

- Less than 37 years old at time of appointment. (Title 5, U.S.C. Chapters 83 & 85)
- Sound health
- Fluency in Spanish is helpful but not required

**BENEFITS:** Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

- Up to 13 days paid vacation per year for the first three (3) years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.

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- A minimum of ten (10) paid holidays per year. Mandatory participation in the federal retirement system and social security program. NOTE: This position is covered under the Federal Hazardous Duty retirement provisions with mandatory retirement at age 57.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in the flexible spending program for health and childcare.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Optional participation in the Thrift Savings Plan (similar to a 401k).

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

U.S. Pretrial Services reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within one year of the original announcement, the Chief U.S. Pretrial Services Officer may elect to select a candidate from the original applicant pool.

**HOW TO APPLY:** Application must be made on government application forms **AO78 & OF306**.

- AO78 "Federal Judicial Branch Application for Employment" can be found at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.
- OF306 "Declaration for Federal Employment" [http://www.opm.gov/forms/pde\\_fill/of0306.pdf](http://www.opm.gov/forms/pde_fill/of0306.pdf).

Interested candidates should submit a cover letter, current resume (two page limit) and school transcripts for both undergraduate and graduate degrees (copies are acceptable) with the application packet. Mail application packet to:

**Attention of the Administrative Operations Supervisor - Confidential #15-01**

**U.S. Pretrial Services Office, 219 South Dearborn Street, Suite #15-100**

**Chicago, Illinois 60604-1706**

**Or you may submit electronically via email to: [Pretrial\\_Services\\_HR@ilnpt.uscourts.gov](mailto:Pretrial_Services_HR@ilnpt.uscourts.gov)**

**Incomplete application packets will not be considered.** The U.S. Pretrial Services Office is not authorized to reimburse candidates for interview or relocation expenses.

**THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER**